



TENNESSEE STATE DEPARTMENT OF EDUCATION
Division of Special Education
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
NASHVILLE, TENNESSEE 37243

MEMORANDUM

TO: Public School Directors
Special Education Supervisors
Public School Personnel Directors
Public and Private School Principals
Special Education Preschool and Part C Personnel

FROM: Joseph Fisher, Assistant Commissioner

SUBJECT: Special Education Institutes: 2004

DATE: March 12, 2004

During the summer of 2004, the Division of Special Education will contract with universities in Tennessee to provide special education courses for teachers who serve children with disabilities. As in the past, special education teachers working on Employment Standard Waivers or Probationary Permits will receive priority for participation. **PLEASE GIVE EACH WAIVER/PERMIT TEACHER A COPY OF THIS MEMO AND APPLICATION AND ENCOURAGE HER/HIM TO APPLY AS SOON AS POSSIBLE!** All applicants working toward licensure/endorsement must have been accepted by the University they plan to attend prior to applying for assistance from this program. They must submit copies of their acceptance letters and programs of study with this application to the designated Institute Contact Person. The following universities will host Institutes on the dates listed. Lodging will be available for those who do not live within commuting distance except as noted. MTSU will host an Academy for Teachers of Students who are Gifted. Six hours of Gifted Employment Standard Credit may be earned. An Academy application is attached.

ETSU in Johnson City: K-12 and Pre-K-1: July 07-July 31

UT at Knoxville: Modified Block, Comprehensive Block & Pre-K-1: June 01-July 30: No Lodging

UT at Chattanooga: K-12 & Pre-K-1: July 08-21

TTU in Cookeville: K-12 & Pre-K-1: July 06-22

MTSU in Murfreesboro: K-12 & Pre-K-1: May – July (Summers I,II,III&IV); Gifted Academy: July 12-23

TSU in Nashville: K-12: July 06-August 06; No Lodging

UT at Martin: K-12 & Pre-K-1: July 07-20

U of Memphis: K-12 & Pre-K-1: July 13-August 13; No Lodging.

Institute applications must be signed by both the Applicant and the Special Education Supervisor and submitted to the APPROPRIATE UNIVERSITY CONTACT PERSON by April 30, 2004. Send a COPY ONLY to Jennifer Nix at the above address or fax it to 615-532-9412. A list of university contact persons is attached. Institute information is also available at: www.state.tn.us/education/speced/seinst04.pdf.

NOTE: DUE TO THE LARGE NUMBER OF WAIVER/PERMIT TEACHERS WHO MUST ATTEND THE INSTITUTE, APPROPRIATELY ENDORSED TEACHERS WHO HAVE ATTENDED PREVIOUSLY ARE NOT ELIGIBLE TO PARTICIPATE THIS YEAR.

APPLICATION -- SPECIAL EDUCATION INSTITUTES: 2004

SCHOOL SYSTEM: _____

NAME: _____

SCHOOL NAME: _____

HOME ADDRESS: _____

SCHOOL ADDRESS: _____

CITY & ZIP: _____

CITY & ZIP: _____

HOME PHONE#: _____ FAX: _____ SCHOOL PHONE#: _____ FAX: _____

HOME EMAIL: _____ SCHOOL EMAIL: _____

SSN: _____ CURRENT ENDORSEMENT(S): _____ WAIVER ☐ PERMIT ☐

HAVE YOU ATTENDED AN INSTITUTE IN THE PAST? IF SO, WHERE AND WHEN? _____

TEACHING ASSIGNMENT: SPECIAL ED _____ DISABILITY AREA(S) /GRADE LEVEL(S) _____

GENERAL ED _____ SUBJECT(S) & GRADE LEVEL(S): _____. HOW MANY SPECIAL ED STUDENTS DO YOU INCLUDE IN YOUR CLASS(ES) EACH DAY? _____.

IF YOU ARE TEACHING SPECIAL EDUCATION ON A WAIVER OR PERMIT AND HAVE BEEN ACCEPTED INTO THE UNIVERSITY'S ADDITIONAL ENDORSEMENT OR INITIAL LICENSURE PROGRAM, YOU MAY PARTICIPATE IN THE INSTITUTE YEAR-ROUND IF FUNDS ARE AVAILABLE. CHECK ALL TERMS YOU WILL NEED TO ATTEND: SUMMER _____ FALL _____ SPRING _____. (SEE NOTE BELOW RE: COMMITMENT TO WORK IN SPED)

CHOOSE ONE UNIVERSITY AND PROGRAM (K-12 OR PRE-K-1). MARK ONLY ONE CHOICE.

SPECIAL EDUCATION: K-12: ☐ East TN State Univ. ☐ Univ. of TN-Knox-Mod or ☐ Comp
☐ Univ. of TN-Chattanooga ☐ TN Tech Univ.
☐ Mid. TN State Univ. ☐ TN State Univ.
☐ Univ. of TN-Martin ☐ Univ. of Memphis

SPECIAL EDUCATION: PRE-K-1 ☐ East TN State Univ. ☐ Univ. of TN-Knoxville
☐ Mid. TN State Univ. ☐ Univ. of TN-Chattanooga
☐ TN Tech Univ. ☐ Univ. of TN-Martin
☐ Univ. of Memphis

LODGING IS AVAILABLE EXCEPT AT UT-K, TSU & UM. WILL YOU NEED LODGING? ☐ YES ☐ NO

NOTE: RECENT FEDERAL REGULATIONS MANDATE THAT INDIVIDUALS WHO ACCEPT SCHOLARSHIPS FUNDED FROM FEDERAL DOLLARS TO EARN LICENSURE IN SPECIAL EDUCATION/RELATED SERVICE AREAS MUST AGREE TO WORK IN SPECIAL EDUCATION OR REPAY THE UNIVERSITY. ALL COURSES PROVIDED IN THE INSTITUTE ARE FEDERALLY FUNDED. UNIVERSITY CONTACT PERSONS WILL PROVIDE SPECIFIC REQUIREMENTS TO INSTITUTE PARTICIPANTS.

APPROPRIATELY LICENSED GENERAL AND SPECIAL EDUCATORS WHO ARE NOT SEEKING AN ADDITIONAL ENDORSEMENT BUT WHO DESIRE TO UPDATE THEIR KNOWLEDGE AND SKILLS MAY PARTICIPATE ONE TIME IN THE INSTITUTE ON A SPACE-AVAILABLE BASIS. THOSE WHO HAVE ATTENDED PREVIOUSLY WILL NOT BE ACCEPTED.

APPLICANT'S SIGNATURE

SPECIAL EDUCATION SUPERVISOR'S SIGNATURE

MAIL THIS APPLICATION AND LICENSURE PROGRAM/CONTRACT TO THE UNIVERSITY CONTACT PERSON ON THE ATTACHED LIST BY 04/30/04. FAX A COPY TO THE DIVISION OF SPECIAL EDUCATION @ 615-532-9412.

**SPECIAL EDUCATION INSTITUTE
UNIVERSITY CONTACT PERSONS AND ADDRESSES**

ETSU

DR. LORI MARKS
BOX 70548
EAST TN STATE UNIVERSITY
JOHNSON CITY, TN 37614-0548
PH: 423-439-7685; FAX: 423-439-7790
E-MAIL: marks@mail.etsu.edu

MTSU

DR. BELLA HIGDON
P.O. BOX 69
MIDDLE TN STATE UNIV.
MURFREESBORO, TN 37132
PH: 615-898-5016; FAX: 615-898-5309
E-MAIL: behigdon@mtsu.edu

UT-K

DR. SUSAN BENNER
PH: 865-974-6228; FAX: 865-974-8718
E-MAIL: sbenner@utk.edu
DR. KATHY PUCKETT
PH: 865-974-3435; FAX: 865-974-8718
E-MAIL: kpuckett@utk.edu
DR. MIKE HANNUM
PH: 865-974-4155; FAX: 965-974-8718
E-MAIL: mhannum@utk.edu
CLAXTON COMPLEX A423
UNIVERSITY OF TENNESSEE
KNOXVILLE, TN 37996-3400

TSU

DR. CORNELL LANE
BOX 134
TN STATE UNIVERSITY
330 10TH AVENUE NORTH
NASHVILLE, TN 37203-3401
PH: 615-963-7396; FAX: 615-963-7308
E-MAIL: clane@tnstate.edu

UT-C

DR. BARBARA RAY
DEPT. 4154
UNIV. OF TN – CHATTANOOGA
615 MC CALLIE AVENUE
CHATTANOOGA, TN 37403
PH: 423-425-4538; FAX: 423-425-5380
E-MAIL: barbara-ray@utc.edu

UT-M

DR. MICHELLE ARANT
124 GOOCH HALL
UNIV. OF TN – MARTIN
MARTIN, TN 38238
PH: 731-587-7195; FAX: 731-587-7956
E-MAIL: marant@utm.edu

TTU

DR. TOM WILLIS
BOX 5074
TN TECHNOLOGICAL UNIV.
COOKEVILLE, TN 38505
PH: 931-372-3558; FAX: 931-372-6270
E-MAIL: twillis@tntech.edu

UM

DR. SANDRA COOLEY-NICHOLS
413D BALL HALL
UNIV. OF MEMPHIS
MEMPHIS, TN 38152
PH: 901-678-2862; FAX: 901-678-3881
E-MAIL: smcooley@memphis.edu

THE ACADEMY FOR TEACHERS OF THE GIFTED



- **WHEN?** July 12 - 23, 2004
- **WHERE?** Middle Tennessee State University; Murfreesboro, TN
- **WHY?** 6 hours of *EMPLOYMENT STANDARDS* for teaching gifted students and *PROFESSIONAL DEVELOPMENT*; Participants may pay tuition and receive 6 hours of graduate credit
- **COST?** TRAVEL to and from M.T.S.U.
- **HOUSING?** M.T.S.U. Dormitory
- **QUESTIONS?** Call Dr. Bella Higdon at (615) 898-2322, e-mail behigdon@mtsu.edu or visit the Academy website www.mtsu.edu/~gifted
- **NOTES:** ALL participants will be required to participate in *ALL* planned activities in order to receive credit for attendance.

CRITERIA FOR SELECTION

- (1) Stated need for participation
- (2) Date of receipt of application
- (3) Currently teaching in a Tennessee school
- (4) Balanced distribution of participants in primary, intermediate and middle/high school grades
- (5) Willingness to work as a team in Action Labs*
- (6) Superintendent/ *Special Education Supervisor* signature is required.

Identified gifted students will attend the Academy from 8 a.m. until noon each day of the second week. Participants will be required to teach these students on a "team" basis.

SUBMIT APPLICATION ON OR BEFORE APRIL 23rd TO:

c/o Dr. Bella Higdon
Academy for Teachers of the Gifted
Middle Tennessee State University
Box 547
Murfreesboro, TN 37132

SELECTED PARTICIPANTS WILL BE NOTIFIED ON or BEFORE MAY 24, 2004

"The Academy is made possible by a grant from the Tennessee Higher Education Commission and the U.S. Education Department under the auspices of the "Improving Teacher Quality" Grants Program, with support from the Jennings and Rebecca Jones Foundation"

APPLICATION
THE ACADEMY FOR TEACHERS OF THE GIFTED
(Please print or type and return this portion)

NAME: _____

ADDRESS: _____

CITY & ZIP: _____

HOME PHONE: _____ E-MAIL (HOME) _____

SCHOOL SYSTEM: _____

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

CITY & ZIP: _____

WORK PHONE: _____ E-MAIL(WORK): _____

CURRENT ENDORSEMENT AREA(S):

CURRENT ASSIGNMENT: SPECIAL ED ____ GENERAL ED ____ GRADE LEVEL ____ SUBJECT _____

ARE YOU CURRENTLY TEACHING ON a WAIVER in GIFTED? YES ____ NO ____

HAVE YOU ATTENDED a PREVIOUS GIFTED ACADEMY? YES ____ NO ____

HOW MANY HOURS DO YOU HAVE in GIFTED EDUCATION? _____

TEACHING GRADE PREFERENCE: PRIMARY ____ INTERMEDIATE ____ MIDDLE ____ HIGH SCHOOL ____

(Please rank: 1,2,3,4 choice) For Academy Action Lab Placement.

**** PLEASE DISCUSS WHY YOU BELIEVE YOU SHOULD BE SELECTED AS AN**
ACADEMY PARTICIPANT *(Please respond on back of application)*

APPLICANT'S SIGNATURE

SUPERINTENDENT'S or SPED
SUPERVISOR'S SIGNATURE

Dear Principal,

Please announce to your faculty:

THE ACADEMY FOR TEACHERS OF THE GIFTED

July 12-23, 2004

Middle Tennessee State University

Murfreesboro, TN

The Academy is funded by an "Improving Teacher Quality" grant which is part of "The No Child Left Behind Act" (NCLB) and is designed to provide training to assist in developing and supporting a high quality teaching force. Through attendance in the Academy, teachers will meet the Tennessee Employment Standards to teach gifted students.

Forty teachers, in both general and special education (K-12), from across the State will be selected to attend the two week Academy. It is very competitive, so please announce and remind your faculty of the deadline date.

If more information is needed, please contact me at 615 898-2322.

Thank you.

Dr. Bella Higdon
Professor,
Special Education

**2004 SPECIAL EDUCATION SUMMER INSTITUTE
UNIVERSITY OF TENNESSEE-MARTIN
APPLICATION INSTRUCTIONS**

To alleviate any difficulty and to expedite the admission process, please follow the instructions below to ensure that your application is processed in a timely manner. If you have questions, please contact Special Education Summer Institute at (731) 587-7212 or go to www.utm.edu/~marant/spedinst.htm.

****There are two applications that must be completed**:**

1. Application to the Special Education Institute

Please follow the instructions on the actual Special Education Institute application from the state department.

_____ Mail the original to UTM: Special Education Institute, 124 Gooch Hall, Martin, TN 38238.

_____ Fax a copy to the state (fax number given on the application).

2. Application to the University of Tennessee-Martin [You may take courses for (a). Graduate credit OR (b). Undergraduate credit]. If you did not attend UTM in the Spring, you must apply for the first time or re-apply for admission even if you have previously been admitted to UTM.

(a). GRADUATE CREDIT

As soon as you know that you are going to apply for the Special Education Institute at UT-Martin, please begin the admission process to the University. Even if you have been accepted to UTM previously, you have to re-apply if you did not attend in the spring. Follow these steps:

_____ For graduate credit, you can obtain an application to the UTM Graduate School by calling and requesting an application from Graduate Studies, (731) 587-7012, or from the web at <http://www.utm.edu/departments/acadpro/grad/GradStudApp.pdf>.

_____ Write "SI" on the top right-hand corner of the application so that your application fee will be waived.

_____ Mail application and supporting documents to University of TN-Martin, Graduate Studies, 303 Administration Bldg., Martin, TN 38238.

Include the following:

_____ copies of NTE and/or Praxis scores

_____ copy of your teaching license

_____ any unofficial copies of your transcripts from ALL colleges you have previously attended.

Official transcripts MUST be sent from the college to the address below in the next step.

_____ Request transcripts from ALL colleges you have attended in the past to be sent to University of TN-Martin, Graduate Studies, 303 Administration Bldg., Martin, TN 38238. Unofficial copies can be sent, but **official copies must be received before graduate credit can be obtained.**

OR

(b). UNDERGRADUATE CREDIT

As soon as you know that you are going to apply for the Special Education Institute at UT-Martin, please begin the admission process to the University. Even if you have been accepted to UTM previously, you have to re-apply if you did not attend in the spring. Follow these steps:

_____ For undergraduate (or Post Bac) credit, obtain an application to the University from the web at <http://www.utm.edu/%7Eadmis/> (choose the "Apply for Admission.") You may apply online or print off an application and mail it in. Or you can contact the Admissions Office to request an application at (731) 587-7020.

_____ Write "SI" on the top right-hand corner of the application so that your application fee will be waived

_____ Mail a printed application to University of TN-Martin, Admissions Office, 200 Administration Bldg., Martin, TN 38238.

_____ Request transcripts from ALL colleges you have attended in the past to be sent to University of TN-Martin, Admissions Office, 200 Administration Bldg., Martin, TN 38238. Unofficial copies can be sent, but **official copies must be received before admission can be obtained.**